

# Operator's Lesson Plan

## Sexual Offender File

### I. Introduction

Entry of information to the Sex Offender files section of the IDACS/NCIC 2000 Files provides the criminal justice community with an immediate notification of the existence of a person who has been entered as a registered sex offender. IDACS provides a means for sex offender information to be entered into NCIC 2000 only.

### II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Sexual Offender File.

### III. Entry Criteria

As per Title 42, USC, Section 14072(a), sexual offender registry information records can be entered in the NCIC 2000 System for the following subjects:

1. A person who has been convicted of a criminal offense against a minor. The phrase "criminal offense against a victim who is a minor" is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the following range of offenses:
  - a. Kidnapping of a minor, except by a parent.
  - b. False imprisonment of a minor, except by a parent.
  - c. Criminal sexual conduct toward a minor.
  - d. Solicitation of a minor to engage in sexual conduct.
  - e. Use of a minor in a sexual performance.
  - f. Solicitation of a minor to practice prostitution.
  - g. Any conduct that by its nature is a sexual offense against a minor;  
or
  - h. An attempt to commit an offense described in any of the clauses one through seven if the state:
    1. Makes such an attempt a criminal offense; and
    - 2.. Chooses to include such an offense in those which are criminal offenses against a victim who is a minor.
2. A person who has been convicted of a sexually violent offense. The phrase "sexually violent offense" is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the range of offenses encompassed by aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code), or an offense that has its elements

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engaging in physical contact with another person with intent to commit aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code).

3. A person who is a sexually violent predator.  
The phrase "sexually violent predator" is defined as a person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses. A determination of whether a person is a sexually violent predator shall be made by a court after considering the recommendation of a board composed of experts in the behavior and treatment of sex offenders, victims' rights advocates, and representatives of law enforcement agencies.

## IV. Retention Period

1. Convicted Sexual Offender Registry File records will remain active until they are cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached.
2. Sexual offender records with the ERD Field containing NONEXP are retained as active records until they are cleared or canceled by the entering agency. Records for registered sexual predators must have an ERD value of NONEXP.
3. Expired records are retained in an inactive status (historical file) for the balance of the year plus 10 years. At the end of the retention period the record is retired, and the entering agency is notified with an unsolicited \$.P. administrative message.
4. Sexual offender records that have been cleared are retained in an inactive status (historical file) for the remainder of the year plus 5 years after the date of clear. At the end of the retention period the record is retired, and the entering agency is notified with an unsolicited \$.P. administrative message.
5. Records that are canceled are retired immediately.
6. Records in an inactive status (cleared or expired) can be retrieved using the QXS transaction. A QW transaction will retrieve active records only. Canceled records can only be retrieved through a Global Inquiry (SPRQ).

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## A. Sexual Offender Data Entry Transaction (EXS/EXSC)

### Agency/Case Data

1. Message Key (MKE)
  - a. -C – Caution.
  - b. If used then the CMC Field must contain a valid code.
2. Non-expiring
  - a. Required.
  - b. Check box, “Y” for yes.
3. Offender Registration Date (ORD)
  - a. Required.
  - b. MMDDYYYY.
4. Ending Registration Date (ERD)
  - a. Required.
  - b. MMDDYYYY or NONEXP.
  - c. The ERD is the date the registration ends. If the ERD Field contains the value NONEXP, then the record is kept indefinitely.

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5. Sexual Predator Indicator (SXP)
  - a. Required.
  - b. Y" for Yes and "N" for No. Defaults to "N".
  - c. If documentation label a sexual predator status, then ERD must be NONEXP, and the CMC field MUST contain a valid code.
6. Conviction Resulting in Registration (CRR)
  - a. Required.
  - b. Must be a valid offense (OFF) code from the NCIC Code Manual.
  - c. The MIS Field should be used to further describe the offense, especially when codes are for general offenses and require explanation.
7. Date of Conviction (CON)
  - a. Required.
  - b. MMDDYYYY date of conviction which resulted in registration.
  - c. If conviction date is not available, another date associated with conviction may be used with comment in the MIS.  
Ex: Date of Arrest.
8. Place of Crime (PLC)
  - a. Enter two alphabetic characters in this field.
9. FBI Number (FBI)
  - a. Required.
  - b. Upon acceptance of a Convicted Sexual Offender Registry File record, NCIC 2000 will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. The FBI number is mandatory to ensure that the sex offender registry information is available through Child Protection Act background checks. IAFIS will notify the registering agency of activity on the criminal history record. If the offender's FBI number is unknown, established procedures should be followed to determine, verify, or establish the FBI number.
10. Street Number (SNU)
  - a. Required.
  - b. Free text for Offender's address.

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11. Street Name (SNA)
  - a. Required.
  - b. Free text for Offender's address.
12. County (COU)
  - a. Enter up to 20 alphabetic characters.
13. City Name (CTY)
  - a. Required.
  - b. Enter the city name with up to 20 alphabetic characters.
14. State (STA)
  - a. Required.
  - b. Must be a valid NCIC code for a State in the United States.
15. Zip Code (ZIP)
  - a. Required.
  - b. May be five to nine characters with a "-" hyphen between the fifth and sixth characters. Ex: 07480 or 07480-3345.
  - c. For entries of nonresident offenders that work or attend school within a given state, the employer's or school's address and telephone number should be used in the location fields (SNU, SNA, CTY, COU, STA, ZIP, and TNO).
16. Telephone Number (TNO)
  - a. Enter telephone number of sex offender.  
Ex: 502 227-9800
17. Miscellaneous (MIS)
  - a. Information in the MIS Field is not searchable. If the DNA Field contains Y, then information must be contained in the MIS Field regarding obtaining these data.

## Victim Data

1. Age (AOV)
  - a. Enter as one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99.  
Ex: 34.
2. Sex of Victim (SOV)
  - a. F – Female, M – Male.
  - b. Entry of "U" (Unknown) is not allowed.

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## V. Supplemental Entry

### B. Enter Supplemental Data (EN/ECN/EMN/EGMN/EXSN)

**SEXUAL OFFENDER DATA MODIFY TRANSACTION (MXS)**

**AGENCY/CASE DATA**

Originating Agency Code (ORI)

Name of Validator (VLN)

**RECORD IDENTIFYING DATA**

NCIC Number (NC)

Agency Case Number (OCA)

Person's Name (NAM)

**MODIFY AGENCY/CASE DATA**

Originating Agency Code (ORI)  Message Key (MKE)

Agency Case Number (OCA)

Offender Registration Date (ORD)  Ending Registration Date (ERD)

Sexual Predator Indicator (SPI)  Conviction Resulting in Registration (CRR)

Date of Conviction (CON)  Place of Crime (PLC)

Caution and Medical Conditions (CMC)

**MODIFY PERSON DATA**

Name (NAM)  Sex (SEX)

Race (RAC)  Height (HGT)  Weight (WGT)

Hair Color (HAI)  Eye Color (EYE)  Skin Tone (SKN)

Date of Birth (DOB)  Place of Birth (POB)

Scars Marks and Tattoos (SMT)  Social Security Number (SOC)

Miscellaneous Number (MNU)  FBI Number (FBI)

Finger Print Classification (FPC)  DNA Available (DNA)

Command:

FOX-PRIM T DPS19 TRN19 LOG 0 Message 14:57

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### Supplemental Person Data

A maximum of 99 AKA's, 9 DOB's, 19 SMT's, 9MNU's, 9 SOC's, 9 OLN's, 9 LIC's, and 9 VIN's, 10 CMC', and 10 IMN may be added to an Sexual Offender Supplemental Entry.

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## D. Sexual Offender Modify (MXS)

**Omnixx Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**SEXUAL OFFENDER DATA MODIFY TRANSACTION (MXS)**

Agency Case Number (OCA)

Person's Name (NAM)

**MODIFY AGENCY/CASE DATA**

Originating Agency Code (ORI)  Message Key (MKE)

Agency Case Number (OCA)  ☐ Non-Expiring?

Offender Registration Date (ORD)  Ending Registration Date (ERD)

Sexual Predator Indicator (SPI)  Conviction Resulting in Registration (CRR)

Date of Conviction (CON)  Place of Crime (PLC)

Caution and Medical Conditions (CMC)

**MODIFY PERSON DATA**

Name (NAM)  Sex (SEX)

Race (RAC)  Height (HGT)  Weight (WGT)

Hair Color (HAI)  Eye Color (EYE)  Skin Tone (SKN)

Date of Birth (DOB)  Place of Birth (POB)

Scars Marks and Tattoos (SMT)  Social Security Number (SOC)

Miscellaneous Number (MNU)  FBI Number (FBI)

Finger Print Classification (FPC)  DNA Available (DNA)

DNA Location (DLO)

License Number (OLN)  State (OLS)  Year (OLY)

Street Number (SNU)  Street Name (SNA)

County (COU)

City Name (CTY)  State (STA)

FOX-PRIM T DPS21 TRN21 LOG 0 Message 12:44

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